

Nonprofit Access Grant Application and Grant System Overview

January 12, 2022
Laura Fay and Alex Fortney

Agenda



- Nonprofit Access Grant Program
- Eligibility Requirements
- PSC Grants System
- Matching Funds Requirement
- Additional Grant Application Information
- Questions

Nonprofit Access Grant Program



- Created to provide funding for programs or projects that facilitate affordable access to telecommunications, including internet
- Apply for up to 75% funding of projects
- Projects must assist low income households or people with disabilities or customers with relatively high costs of services
- The Commission may award up to \$500,000 in grants under this program on a fiscal year basis
- The planned performance period for this grant is July 1, 2022 June 30, 2023

Eligibility & Merit



- Applicant must be a nonprofit group (defined as an <u>IRS § 501(c)(3)</u> organization).
- Project meets at least one of the purposes of the Universal Service Fund (USF)
- Project must describe a public need that is not currently met
- Project must identify realistic, measurable goals or outcomes



PSC Grants System

Getting Started - Applicants

PSC Grants System - Overview



What to know

- New system for submitting grant applications, managing projects
 - · Grant Applications MUST be submitted via this system to be considered for funding
- URL: https://apps.psc.wi.gov/apps/grants
- Works with Electronic Records Filing system (ERF)



PSC Grants System – Create Account

What to know

• PSC Grants System users must also have an account on the PSC's ERF system.

Three Steps

- 1. Navigate to Login page: https://apps.psc.wi.gov/apps/grants
 - a) If you have an ERF account, follow the link to validate your ERF Account.
 - b) If you do not have an ERF account, follow the link to create an ERF Account, then return to the login page and follow the link to validate your ERF Account.
- 2. Validate your ERF account
- 3. Register as new user to PSC Grants System

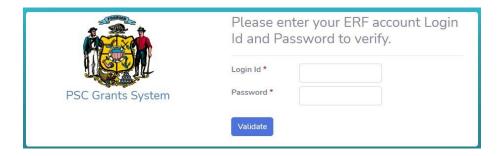
PSC Grants System – Step 1



PSC OF WISCONSIN	Login _{Email}
Grants System	
New Users Prior to creating a user account for the Public Service Commission's (PSC) Grant System you will need an account for the PSC Electronics Records Filing (ERF) System. Step 1: If you do not already have an ERF Login and Password you must first create an ERF account Step 2: Once you have your ERF account, validate your ERF account details in the Grant System validation screen Step 3: Once you have completed the validation step you will be prompted to create your Grants System account.	Password
	□ Remember me?
	I'm not a robot
	Log in
	Forgot Password



PSC Grants System – Step 2



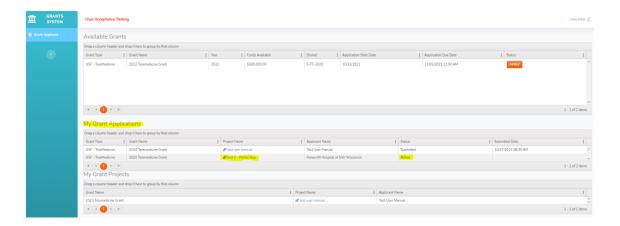
PSC Grants System – Step 3



4	User Registration
	First Name
PSC Grants System	Last Name
Password must contain at least: 1.2 characters. 1.uppercase letter (A-Z). 1.lowercase letter (a-z).	Email Address
1 special character. 1 number (0-9).	Password
	Confirm Password
	ERF User Id 7441
	Register
	Forgot Password?



PSC Grants System – Home Page



PSC Grants System – Application Pages





Eight Pages – organized as tabs

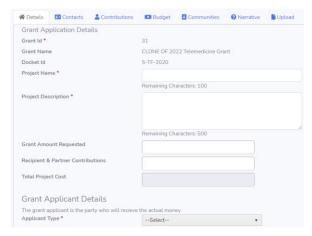
- 1. Details
- 2. Contacts
- 3. Contributions
- 4. Communities
- 5. Budget
- 6. Narrative
- 7. Upload
- 8. Submit

PSC Grants System - Details Page



Grant Application Details

- High level application details
- Project Name, Description
- Amount requested, contributions and total project cost (calculated)



PSC Grants System – Details Page



Grant Applicant Details

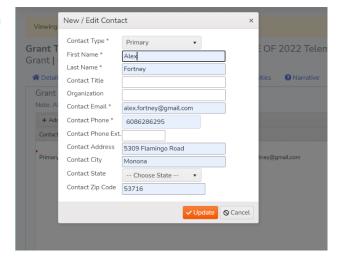
- Applicant Type
- Entity Legal Name, DBA
- · Contact info
- Tax ID, Federal ID (FEIN, DUNS, CAGE, NAIC options)

e grant applicant is the party who will	recieve the actual money	
oplicant Type *	Select	
oplicant Entity Legal Name *		
oplicant DBA Name		
plicant Address *		
plicant City *		
oplicant State *	Select	•
olicant Zip Code •		
olicant Phone # *		
olicant Phone # Ext.		
plicant Email Address *		
plicant FEIN # *		

PSC Grants System – Contacts Page



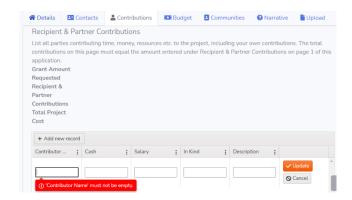
- Can add multiple contacts to an application
- One 'Primary' contact type required



PSC Grants System – Contributions Page



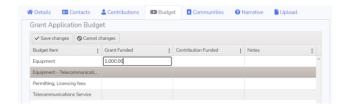
- Can add multiple contributors to account for match
- Description allows you to add notes regarding contribution



PSC Grants System – Budget Page



- Add amounts for Budget categories
- Include Grant Funded and Contribution Funded amounts



PSC Grants System – Communities Page



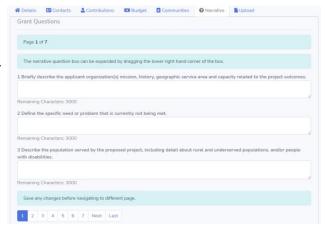
- Add County and Municipality
- Statewide option exists
- Exploring a way to include tribal communities



PSC Grants System - Narrative Page



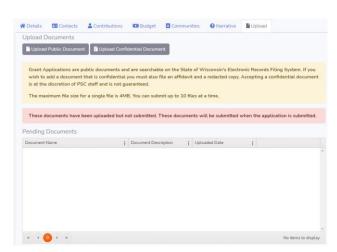
- Can include multiple pages of questions
- Can require narrative, yes/no or numerical answers
- Character limits on all fields
- Not possible to copy/paste formatting or images



PSC Grants System – Uploads Page



- Attachments to application can be uploaded here
- Attachments can be confidential if they meet the state statute requirements
- No, you cannot file your application confidentially as an attachment ©





PSC Grants System – Submit Page

- Validate first, then Submit
- System will check required fields and list errors
- Once errors corrected, you can Submit
- On Submit the application and all attachments submitted to ERF simultaneously
- User will receive confirmation



Matching / Contributions Funds Requirement

- 25% match funds required towards total project cost.
 - Correct match: Grant request: \$15,000, Match funds: \$5,000 = Total project budget: \$20,000
 - Incorrect match: Grant request: \$20,000, Match Funds: \$5,000 = Total project budget \$25,000
- Match funds may be cash or in-kind contributions
- Match funds may not be; items purchased with USF grant dollars from prior years, used to meet the grant match requirement for more than one USF grant cycle, used to meet match requirement for other non-USF grant applications
- Rent for general administrative purposes may not be included as a grant funded expense; however, it can be included as a contribution funded inkind cost for matching purposes.



More information

- Nonprofit Grant Program Application Packet
- Commission review and selection process
- Review past grant proposals under dockets <u>5-NF-2020</u> and <u>5-NF-2021</u>
- Grant applications due Tuesday, March 1, 2022 by 4:00 pm CT.
- The PSC Grants System is new, we are here to help!



Contact Information

Laura Fay

Universal Service Fund and Digital Equity Manager

Email: <u>Laura2.Fay@wisconsin.gov</u>

Web: https://psc.wi.gov/Pages/Programs/NonProfitGrants.aspx

For questions concerning the Commission's PSC Grants System

Alex Fortney

IT Product Owner and Program Manager alex.fortney@wisconsin.gov.



Questions?